

**COMMISSION ON ETHICS****UNCLASSIFIED JOB ANNOUNCEMENT**

Posted - December 10, 2013

SENIOR LEGAL RESEARCHER**RECRUITMENT OPEN:**

This is an open competitive recruitment, open to all qualified applicants. This position is UNCLASSIFIED and is appointed by and serves at the pleasure of the Executive Director of the Commission on Ethics.

AGENCY RESPONSIBILITIES:

The Nevada Commission on Ethics responds to inquiries from the public alleging violations of the Ethics in Government Law (NRS 281A) by public officers and public employees. The Commission engages in outreach and education to the entire State, providing its services to all State entities as well as counties, cities and other political subdivisions throughout Nevada.

APPROXIMATE ANNUAL SALARY AND BENEFITS:

Up to \$54,332 plus benefits.* *(Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.)*
The Commission on Ethics maintains a 4-day work week (Monday through Thursday) with ten-hour workdays from 7:00 a.m. to 5:30 p.m.

*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough. The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

This position reports to the Executive Director, but provides legal and administrative support to the Commission Counsel and Associate Counsel. The successful candidate will be able to manage priorities, adapt to differing work styles and performance expectations, and accept assignments unrelated to the main job duties.

1. Perform legal research in nearly every matter and draft memoranda to attorneys**2. Support and participate in legal processes, including:****Requests for Opinion (RFOs)**

- Create and maintain RFO database and related files
- Create files, calendar deadlines, develop correspondence

- Prepare discovery; organize and manage requests; analyze responses, documentation, investigative files and witness interviews
- Schedule and notice hearings
- Contact witnesses and schedule testimony
- Prepare and serve subpoenas
- Prepare evidence packages, exhibits and witness lists
- Prepare charts, chronologies and/or summaries of evidence
- Coordinate witnesses and provide staff support at hearing
- Prepare and format draft opinions
- Prepare abstracts and digests of each opinion; facilitate annotations to statute

Litigation

- Create and maintain litigation and electronic files and calendars
- Analyze motions and briefs, check citations (Shepardize), research relevant statutes and cases
- Prepare drafts of responsive pleadings
- Arrange for filing and service of pleadings
- Monitor docket and obtain copies of filed pleadings

Legislation/Regulations

- Track bills and proposed regulations affecting Commission
- Calendar committee meetings and hearings/facilitate scheduling and notices to amend or adopt regulations
- Create and maintain files for each tracked proposal
- Compile and maintain legislative history concerning NRS 281A

3. Undertake general office support duties

- Participate in telephone and reception duties
- Maintain proper confidentiality
- Provide general administrative support
- Maintain templates
- Prepare initial responses to public information requests
- Organize and maintain hard copy and electronic files

TO QUALIFY:

The following experience, traits and skills are **required**:

Familiar, or able to become familiar, with substantive, procedural, evidentiary and/or ethics laws to analyze legal opinions regarding legal questions; able to prepare legal documents, review written material and provide input to Commission Counsel, Associate Counsel and Senior Investigator; attention to detail; outstanding organizational and administrative skills, proficiency in online legal research (Lexis); experience reading, analyzing and applying facts to case law and statutes; investigatory ability; business communication, writing and proofreading

skills including grammar and spelling; professional demeanor; excellent computer skills (Microsoft Office, Outlook, Lexis, Internet); independent, reliable, confidential, pride in work and high ethical standards.

The following experience, traits and skills are **desired**:

Completion of a paralegal program; two years of legal research and document preparation experience including preparation of pleadings and other documents filed in administrative proceeding and/or courts; two years of experience as a Legal Researcher, Legal Assistant, Paralegal or Legal Research Assistant in a civil litigation context.

POSITION LOCATION:

Carson City, Nevada

TO APPLY:

SUBMIT A LETTER OF INTEREST, A RESUME, YOUR SALARY REQUIREMENTS and the names and daytime telephone numbers of, and a brief description of your relationship with, THREE PROFESSIONAL REFERENCES to:

**Caren Cafferata-Jenkins, Executive Director
Nevada Commission on Ethics**

Via U.S. mail or other delivery: 704 W. Nye Lane, Suite 204
Carson City, NV 89703

Via FAX: 775-687-1279

Via email: ncoe@ethics.nv.gov

Applications must be RECEIVED by **5:00 pm on January 2, 2014**. Late applications will not be considered.

The State of Nevada is an Equal Opportunity Employer.